

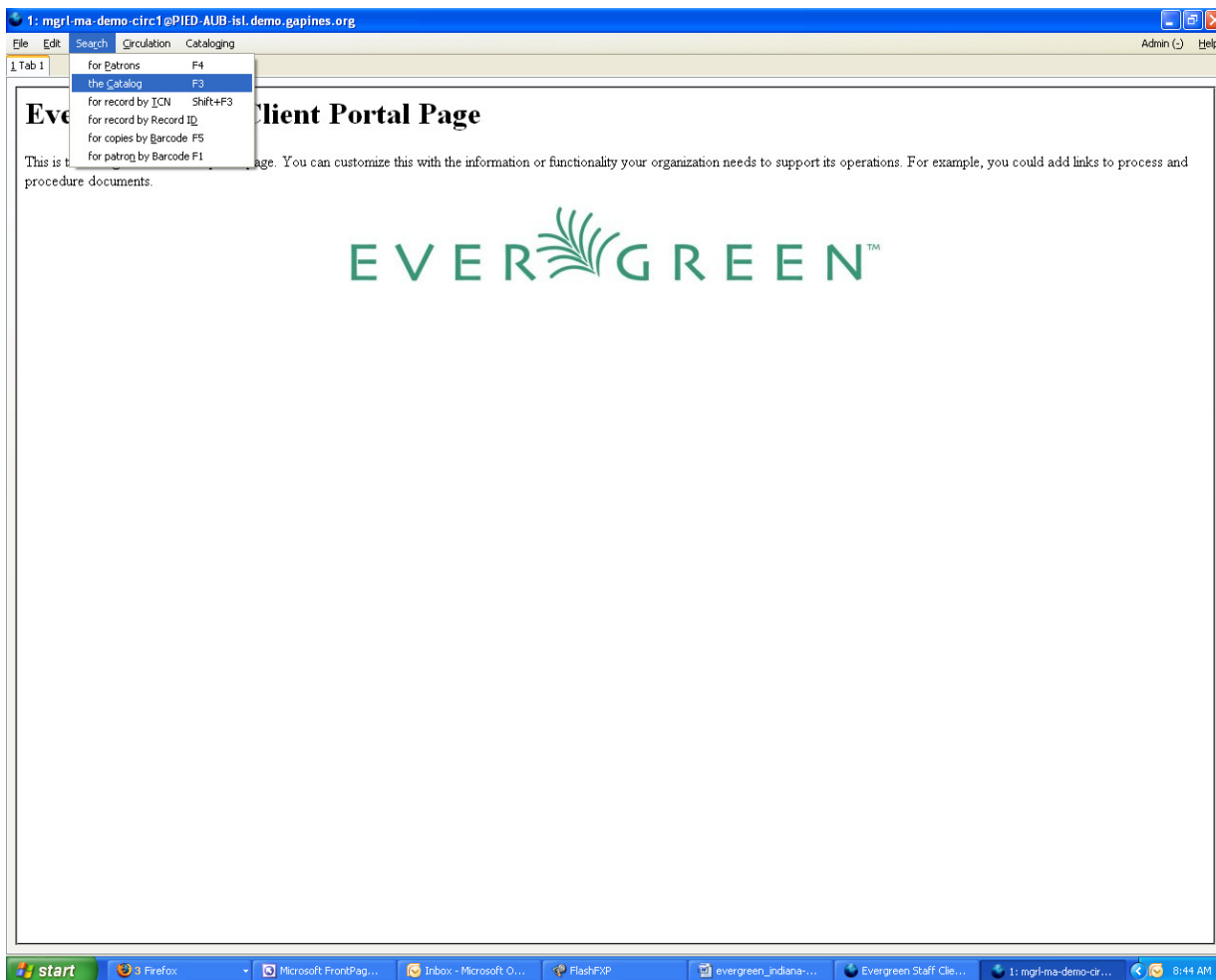


Staff Tutorials

Viewing Holds Queue Order

If a patron asks for their current position in the holds queue you can provide them this information via Evergreen.

From the staff client, click “Search” and “Search the Catalog”.



Searching the Catalog

We will use the catalog to retrieve the barcode for the item in question. If you know the barcode, you may skip this step.

Search the catalog by title or by the search type of your preference to retrieve the item, in this case, *Harry Potter and the sorcerer's stone*.

The screenshot shows the EverGreen Indiana Open Source Integrated Library System interface. The search results for 'Harry Potter' are displayed, showing various formats like audiobooks, cassette tapes, and books. The 'Harry Potter and the sorcerer's stone' entry is highlighted in red.

Search Results: Results 11 - 20 of about 30 (page 2 of 3)

Available copies / Total copies

	This Branch	Local Library System	Everywhere
Harry Potter and the chamber of secrets Rowling, J. K. Special edition. p1999 Recorded Books sound recording 8 sound discs (ca. 9 hr.) : digital ; 4 3/4 in. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter [videorecording] witchcraft repackaged : making evil... McGee, Robert c2001 Jeremiah Films videorecording 1 videocassette (60 min.) : sd., col. ; 1/2 in. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter and the chamber of secrets Rowling, J. K. Special ed. p1999, c1998 Listening Library sound recording 6 sound cassettes (ca. 9 hr.) : analog, Dolby processed. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter and the sorcerer's stone Rowling, J. K. Special ed. p1999, c1998 Listening Library sound recording 6 sound cassettes (ca. 8 hrs.) : analog, Dolby processed. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter and the chamber of Secrets Rowling, J. K. 2000, c1999 Scholastic, Inc. print 341 p. ; 20 cm. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter and the goblet of fire Rowling, J. K. Large print ed. 2000 Thorndike Press text (large print) 936 p. : ill. ; 23 cm. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter and the sorcerer's stone Kloves, Steven. Widescreen version. c2002 Warner Home Video videorecording 2 videodiscs (152 min) : sd., col. ; 4 3/4 in. Place Hold	0 / 0	0 / 0	0 / 0
Harry Potter and the sorcerer's stone Rowling, J. K. 1997 Scholastic print 312 p. Place Hold	1 / 1	4 / 4	8 / 9
Harry Potter and the chamber of secrets Heyman, David. [2003], c2002 Warner Home Video videorecording 1 videocassette (approx. 163 min.) : sd., col. ; 1/2 in. Place Hold	0 / 0	0 / 0	0 / 0

After clicking on the title of the item in question, the Record Summary will appear.

1: mgrl-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin (-) Help

1 Bib Record: PIN97017331

Record Summary

Title: Harry Potter and the sorcerer's stone [\(View MARC\)](#)
Author: Rowling, J. K.
TCN: (System) [PIN97017331](#) **Created By:** (PINES) [101010101010101](#) **Edition:**
Last Edited By: (PINES) [101010101010101](#) **Pub Date:** 1997
Last Edited On: 01/30/08

Record 8 of 20 [Start](#) [Previous](#) [Next](#) [End](#) [Go Back](#) [Go Forward](#) [Debug](#) [Print Page](#)

Text Size: Regular / Large

title:Harry Potter [Go!](#) Keyword All Formats This Branch

Auburn Public Library

Result 8 of 30 [Start](#) [<<](#) [>>](#) [End](#)

Record Summary

[Place Hold](#) [More Actions...](#)

Title	Harry Potter and the sorcerer's stone
Author	Rowling, J. K.
ISBN	059035342X
Edition	
Publication Date	1997
Publisher	Scholastic
Physical Description	print 312 p.
Format	text
Abstract	

[Copy Summary](#) [Shelf Browser](#) [MARC Record](#)

View copy information for all libraries

Library	Callnumber	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order
Victory Regional Library System									
Auburn Public Library	JF ROW	details browse place hold	1	0	0	0	0	0	0

[print these details](#)

Barcode	Status	Location	Age Hold Protection	Create Date	Holdable	Due Date
3947802310889 place hold	Available	Stacks	- Disabled -	2008-01-30	Yes	

[Basic Catalog \(HTML only\)](#) | [Find a Library Near Me](#) | [Help](#) | [About PINES](#) | [GALILEO](#)

From here, click “Details” to view the barcode. Copy the barcode by highlighting and pressing “CTRL+C” on your keyboard.

1: mgrl-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin (-) Help

Bib Record: PIN97017331

Record Summary

Title: Harry Potter and the sorcerer's stone [\(View MARC\)](#)
Author: Rowling, J. K. **Pub Date:** 1997
TCN: (System) [PIN97017331](#) **Created By: (PINES)** [101010101010101](#) **Last Edited By: (PINES)** [101010101010101](#) **Last Edited On:** 01/30/08

Record 8 of 20 [Start](#) [Previous](#) [Next](#) [End](#) [Go Back](#) [Go Forward](#) [Debug](#) [Print Page](#) [Actions for this Record](#)

Text Size: Regular / Large

EVERGREEN

Home
 Advanced Search
 My Account
 You are logged in as **mgrl-ma-demo-circ1**
 My Title Results
My Title Details

title:Harry Potter [Go!](#) [Keyword](#) [All Formats](#) [This Branch](#)

Auburn Public Library

Result 8 of 30 [Start](#) [<<](#) [>>](#) [End](#)

Record Summary [Place Hold](#) [More Actions...](#)

Title	Harry Potter and the sorcerer's stone
Author	Rowling, J. K.
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Physical Description	print 312 p.
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Abstract	

[Copy Summary](#) [Shelf Browser](#) [MARC Record](#)

View copy information for all libraries

Library	Callnumber	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order
Victory Regional Library System									
Auburn Public Library	JF ROW	details browse place hold	1	0	0	0	0	0	0

[print these details](#)

Barcode	Status	Location	Age Hold Protection	Create Date	Holdable	Due Date
3947802310889 place hold	Available	Stacks	- Disabled -	2008-01-30	Yes	

Basic Catalog (HTML only) | Find a Library Near Me | Help | About PINES | GALILEO

Next, click on “Actions for this Record” and “View Holds” to view the current holds queue.

1: mgrl-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin (-) Help

1 Bib Record: PIN97017331

Record Summary

Title: Harry Potter and the sorcerer's stone

Author: Rowling, J. K.

TCN: (System) [PIN97017331](#)

Created By: (PINES) [101010101010101](#)

Record 8 of 20 [Start](#) [Previous](#) [Next](#) [End](#)

[Go Back](#) [Go Forward](#)

Edition:

Last Edited By: (PINES) [101010101010101](#)

[\(View MARC\)](#)

Pub Date: 1997

Last Edited On: 01/30/08

Actions for this Record

- OPAC View
- MARC View
- MARC Edit
- Holdings Maintenance
- View Holds**
- Add to Bucket
- Mark for Overlay
- Delete Record
- Ungdelete Record
- Duplicate in New Tab
- Remove this Frame
- Set bottom interface as Default
- Reset Display

EVERGREEN

Home

Advanced Search

My Account

You are logged in as **mgrl-ma-demo-circ1**

My Title Results

My Title Details

title:harry potter [Go!](#) Keyword All Formats

Auburn Public Library

Result 8 of 30 [Start](#) [<<](#) [>>](#) [End](#)

Record Summary [Place Hold](#)

Title	Harry Potter and the sorcerer's stone
Author	Rowling, J. K.
ISBN	059035342X
Edition	
Publication Date	1997
Publisher	Scholastic
Physical Description	print 312 p.
Format	text
Abstract	

[Copy Summary](#) [Shelf Browser](#) [MARC Record](#)

View copy information for all libraries

Library	Callnumber	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order
Victory Regional Library System									
Auburn Public Library	JF ROW	details browse place hold	0	0	0	1	0	0	0

[print these details](#)

Barcode	Status	Location	Age Hold Protection	Create Date	Holdable	Due Date
3947802310889 place hold	In transit	Stacks	- Disabled -	2008-01-30	Yes	

Basic Catalog (HTML only) | Find a Library Near Me | Help | About PINES | GALILEO

start Mozilla Firefox Inbox - Microsoft Out... evergreen_indiana-re... Evergreen Staff Client 3 1: mgrl-ma-demo-circ... 8:55 AM

The current holds queue will appear, as shown below. The default ordering is with the oldest hold (next in line) is at the bottom.

The screenshot shows a web browser window with the address bar displaying "1: mgri-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org". The browser has a menu bar with "File", "Edit", "Search", "Circulation", "Cataloging", "Admin (-)", and "Help". Below the menu bar, the address bar shows "Bib Record: PIN97017331".

The main content area is titled "Record Summary" and displays the following information:

- Title:** Harry Potter and the sorcerer's stone
- Author:** Rowling, J. K.
- TCN: (System)** [PIN97017331](#)
- Created By: (PINES)** [101010101010101](#)
- Edition:**
- Last Edited By: (PINES)** [101010101010101](#)
- Pub Date:** 1997
- Last Edited On:** 01/30/08

Below the summary, there are navigation buttons: "Start", "Previous", "Next", and "End". To the right of these buttons is a link "Actions for this Record".

The "Holds" section is displayed below the navigation buttons. It contains a table with the following columns: Available On, Capture Date, Current Copy, Last Notify Time, Notices, Pickup Lib, Request Date, Status, Title, and Type. The table has two rows of data:

Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Lib	Request Date	Status	Title	Type
		3947802310889		0	MGR-L-MA	2008-09-02	Waiting for copy	Harry Potter and the sorcerer's stone	C
	2008-09-02	3947802310889		0	MGR-L-ID	2008-09-02	In-Transit	Harry Potter and the sorcerer's stone	T

At the bottom right of the holds section, there are buttons for "Print" and "Export".

Reordering Holds Queue

The ability to reorder the holds queue is not currently available, but will be coming in a future release of Evergreen before the end of 2008.